



Federal Executive Board *of Minnesota*

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January 30, 2001

Memorandum

To: All Agency Heads, Personnel Directors and Special Emphasis Program Managers

From: Al Steger, Chair, Federal Executive Board

A handwritten signature in black ink, appearing to read "Al Steger", is placed to the right of the "From:" line.

Subject: Federal Women's Day 2001 Employee Development Day
Registration by COB Friday, March 16, 2001

The Diversity Council of the Federal Executive Board (FEB) of Minnesota is excited to announce **FEDERAL WOMEN'S DAY 2001** to be presented on Wednesday, April 4, 2001. The event will be held at the Royal Cliff, 2280 Cliff Road, Eagan, Minnesota (located near both 35E and 35W, corner of Cliff Road and Cedar Ave – Hwy. 77.) Entitled "Juggling Your Life," the seminar will focus on the importance of maintaining a balance. Sessions will be on ethics, attitude, time management and health. All participants will receive a certificate of completion for attending the seminar.

Registration is due no later than close of business **FRIDAY, MARCH 16**. Because seating is limited to 400 and we anticipate a sell-out crowd, the attached registration materials should be disseminated to your workforce promptly to insure their reservation for this training. Registration is on a first-come, first-served basis.

Cost for the training is \$35 per participant that includes a buffet lunch. Agencies will be responsible for providing interpreter services for hearing impaired employees. Cost of interpreter services may be shared by participating agencies. Any one needing an alternative format for handouts or other reasonable accommodations need to indicate the information on the registration form. Payment must be made in advance and may be done through the use of the government credit card, third-party draft (payable to FEB) or a SF-182 training form.

For questions regarding the seminar please contact Frances Lindquist (OPM) at 612-725-3439, Sherree Foss (SBA) at 612-370-2325 or Pat Scepaniak (VAMC) at 612-725-2101. Questions concerning registration should be referred to Rebecca AlShams (RD) at 651-602-7821.

Your continued support of the Diversity Council's events is greatly appreciated. It is my hope that you will join us on APRIL 4 for FEDERAL WOMEN'S DAY 2001.

Enclosures: Agenda
Workshop and Speaker Information
Poster
Registration Form
Credit Card Form

Federal Women's Day Agenda
April 4, 2001
Royal Cliff
2280 Cliff Road
Eagen, Minnesota

7:30 a.m. – 8:15 a.m.	Registration
8:30 a.m. – 8:45 a.m.	Welcoming Remarks – Ray Morris, Director, FEB
8:45 a. m. – 10:15 a.m.	“You Want Me to Do What?” - Nan DeMars, CPS
10:15 a.m. – 10:30 a.m.	Break
10:30 a.m. – 11:30 a.m.	“If You Can't Change Your Life, Change Your Attitude” - Karl Mülle
11:30 a.m. - 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	“Balancing the Time in Our Lives” - Liz Sasso
2:00 p.m. – 2:15 p.m.	Break
2:15 p.m. – 3:15 p.m.	“How to Stop Worrying and Start Living” – Kate Soucheray
3:15 p.m. – 3:30 p.m.	Break
3:30 p.m. – 4:00 p.m.	Osteoporosis – Park Nicollet Institute
4:00 p.m. – 4:15 p.m.	Closing

Directions:

If coming from the south metro – take 35W - N towards Minneapolis. Take the MN-13 N exit (exit number 3A). Merge onto MN – 13N. Go straight. Make a slight right onto Cliff Road E.

If coming from north metro – take 35E S. Take the CR-32/Cliff Road exit, exit number 93. Keep right at the fork in the ramp. Merge onto Cliff Road. Turn left onto Cartier Ave S. Turn left onto Cliff Road E.

If coming from 494 or Bloomington area – Take the MN-77S exit. Merge onto MN-77S. Take the CR-32/Cliff Rd. ext. Turn right onto Cliff Rd. Turn left onto Cartier Ave. S. Turn left onto Cliff Rd. E.

The Royal Cliff is behind the Super America.

ABOUT THE SPEAKERS & WORKSHOPS

“You Want Me to Do What?” - Nan DeMars, CPS

In the new millennium we, as office professionals, are challenged to perform more complex work at a faster pace. More responsibility means more accountability. This can often create ethical dilemmas. Our keynote speaker, Nan DeMars, will provide tips on how to maintain confidentiality and loyalty in the rush-rush digital office. She will assist attendees in how to make more judgment calls about “doing the right thing” without benefit of policy manuals, precedents, or procedures discussed in advance and to take action to safeguard the security and integrity of our agency’s documents, information and reputation.

Ms. DeMars is an international consultant, keynote speaker and trainer of well over 100,000 office professional on Office Ethics. She has served as International President of Professional Secretaries International and spearheaded the first North American “Secretary Speakout.” She is the Office Ethics columnist for the “The Secretary” magazine and is regularly quoted in national and international periodicals.

“If You Can’t Change Your Life, Change Your Attitude” - Karl Mulle, MA, Consultant

Are you stressed out about being stressed out? The ability to enjoy life and have fun both at work and home is directly tied to our ability to maintain a powerful, positive, energized attitude. Studies have shown that people with a positive attitude, get sick less often, have better relationships and are more successful in their careers. Plus – attitude is contagious and creates an energized work environment. Join us to gain a new perspective on how to view life, as we explore new ideas for improving everyday attitudes.

A graduate of Cornell University, Karl Mulle holds a Masters Degree in Counseling Psychology. He has helped families, adolescents, and couples manage conflict. Mr. Mulle’s seminars combine psychological insight with humor and practical application.

“Balancing the Time in Our Lives” - Liz Sasso

We are all faced with trying to fulfill numerous competing commitments. In this session, Liz Sasso will provide information on how to balance the various aspects of our lives. She will focus on time management, including juggling the many requirements in an average person’s life. “Helpful hints” on improving our time management skills and how to get the most of the time that you have available will be provided.

Ms. Sasso is a training and management consultant. She has a Masters in Psychology and has worked in the Employee Assistance Program Field since 1992. Her background consists of training, individual counseling, and group counseling. She is a very active volunteer and splits her time between community, church, and school.

“How to Stop Worrying and Start Living” – Kate Soucheray

Imagine not having to worry. For many of us, we may not know how to live our lives without worrying. Worry is a pointless, time-consuming endeavor that steals life from us. So, how do we stop worrying? How do we move from being a “worrier” to a “non-worrier?” Ms. Soucheray will look at strategies that will help us put an end to the worrisome habit of worrying!

Kate Soucheray recently received her MA in Theology. A mother of three children, Ms. Soucheray writes a weekly column for “The Catholic Spirit” and also does public speaking.



Federal Women's Day APRIL 4, 2001

"Juggling Your Life"

Family

**Community
Obligations**

Career



Location:

Royal Cliff Conference Center

2280 Cliff Road

(Southwest corner of Cliff Road and Cedar

Ave./Hwy. 7

Health

Eagan, Minnesota

Time: 7:30 a.m. - 4:00

Leisure Time

Registration: \$35.00 due by March

For Information Contact:

Frances Lindquist at 612-725-3437



Federal Women's Day Registration

NAME OF ATTENDEE (Please Print)

LAST INITIAL	LAST NAME	FIRST NAME

AGENCY INFORMATION

Agency Name			
Agency Address			
Employee's Phone:	()	Employee's Fax:	()

REGISTRATIONS DUE MARCH 16

MAIL OR FAX TO:

REBECCA ALSHAMS
RURAL DEVELOPMENT
FEDERAL WOMEN'S DAY
375 Jackson St., Suite 410
St. Paul, MN 55101-1853
FAX: 651-602-7826

FOR REGISTRATION INFORMATION CALL:

Rebecca AlShams: 651-602-7821
Margaret Geisler (612) 713-7202

<input type="checkbox"/> PERSONAL CHECK \$35 Make payable to: FEB of Minnesota – Diversity Council
<input type="checkbox"/> CREDIT CARD <input type="radio"/> VISA <input type="radio"/> MASTERCARD Card Number: _____ Expiration Date: _____ Signature: (As shown on credit card)

NOTE: All registrations must be prepaid. Substitutions are permitted. However, no refunds will be issued!

INTERPRETER SERVICES and REASONABLE ACCOMMODATIONS: Agencies will be responsible for providing interpreter services for hearing impaired employees. Cost of interpreter services may be shared by participating agencies. Please let us know if you need any special accommodations, such as alternative formats for handouts, please indicate on this registration form _____



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Credit Card Order Form

Agency Name: _____

Agency Address: _____

City and Zip Code: _____

Agency Order Reference Number (If applicable): _____

Name of Credit Card User (as it appears on card): _____

Card (Visa, MasterCard, etc.): _____

Card Number: _____ Expiration Date: _____

Phone Number if you prefer to be called: _____

Item(s) or Event Ordered: _____

Date (If appropriate): _____

Names: _____

Amount to be charged: _____

Signature of Authorizing Person: _____ Date: _____